



**SUSANVILLE INDIAN RANCHERIA
LASSEN INDIAN HEALTH CENTER
795 JOAQUIN STREET
SUSANVILLE, CA 96130**

POSITION ANNOUNCEMENT

Position: Dental Assistant Trainee

Date of Announcement: October 3, 2016

Closing Date: October 13, 2016

Hours: Full-time

Salary: \$ 10.00/hour

GENERAL STATEMENT OF RESPONSIBILITY:

The Dental Assistant Trainee will receive on the job training, for a maximum of one year, in the duties of a Dental Assistant; work directly with the Dentist in treatment of clinic patients and with the Dental Receptionist, CHS Department and Billing Clerk to facilitate the proper charging and collections for dental services.

SPECIFIC RESPONSIBILITIES:

1. Will be trained to work with CHS department on all Indian lab fees; making sure that:
 - a. The patient has no alternate resources.
 - b. The patient is CHS eligible.
 - c. The CHS funds are available for the lab work.
2. Will be trained to provide preventative dental education to clinic patients and community groups when required by Dentist.
3. Will be trained to seat and dismiss patients.
4. Will be trained in proper tray set ups and patient records ready for each appointment.
5. Will be trained to expose and develop all necessary x-rays.
6. Will be trained to assist in treatment of patients by retracting oral tissues, removing excess moisture from patient's mouth, transferring instruments, preparing and delivering restorative materials.

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7. Will be trained to take and pour alginate impressions, trim models, log and package lab cases to be sent out.
8. Will be trained to clean and disinfect rooms after each patient visit and clean and sterilize all instruments.
9. Will be trained to assist in keeping patient records and charts.
10. Will be trained to perform and log equipment maintenance as scheduled in the policies.
11. Will be trained to maintain minimum inventory of dental supplies. (Take count, order when necessary, stock supplies.
12. Contributes to team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
13. Other duties as assigned.

QUALIFICATIONS:

1. Must be at least 18 years old.
2. Must have a High School Diploma or GED.
3. Must have one year experience as a LIHC Dental Student.
4. Must be able to work as a team member.
5. Must be able to relate to Native Americans.
6. Preference will be given to Native Americans. (42 CFR 36.221).